



**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION**

**BID NUMBER
631110**

PRINTING PAPER

OPENING DATE: 12/5/2013

BID REQUEST

Buyer No. 03

W. WOODS

414-223-8103

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT**Milwaukee County Courthouse
901 N. 9th Street
Room 308
Milwaukee, Wisconsin 53233

Bid Number 631110

Posting Date: November 8,
2013

Submission Date: 12/5/2013

Note: ALL BIDS/QUOTES/RFPs are to be downloaded from the Milwaukee County website <http://www.milwaukee.gov>**COMMODITY:**

PRINTING PAPER

TIME AND PLACE:

Sealed bids for furnishing the following will be received at the office of the Milwaukee County Clerk, 901 N. 9th Street, Room 105, Milwaukee, Wisconsin 53233 until 1:30 P.M. on 12/5/2013. Bids will be opened and read the same day at 2:30 P.M. at the Procurement Division Office.

We agree to furnish the above according to your specifications, at prices hereon and according to conditions on this form.

ONLY CASH DISCOUNTS OF 30 DAYS OR MORE SHALL BE DEDUCTED IN DETERMINING THE LOW BIDDER

Cash discount for payment following acceptance of goods and receipt of invoice _____% _____days.

Delivery shall be made not later than _____ work days after receipt of order. (FOB Destination) (Freight Included)

BIDS NOT MANUALLY SIGNED SHALL NOT BE ACCEPTED

Please print the following:

Firm Name _____

Address _____

City & State _____ Zip _____

Phone No. _____

Fax No. _____

Name/Title _____

Signature _____ Date _____

Email _____

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SPECIAL INSTRUCTIONS:

PRINTING PAPER

"PREVIOUS BID #601109"

FURNISH THE FOLLOWING TO THE MILWAUKEE COUNTY HOUSE OF CORRECTION DIRECTED FOR THE PERIOD 01/01/14 TO 12/31/14

VENDOR MUST SUPPLY TWO (2) COMPLETE BID PACKETS OR BID MAY BE REJECTED.

VENDOR MUST BE IN MILWAUKEE COUNTY OR SURROUNDING COUNTIES TO MAKE NEXT DAY DELIVERIES.

SPECIAL NOTE: ANNUAL USAGES ARE ALL APPROX.

OPTION:

POSSIBLE TWO (2) YEAR EXTENSION OF CONTRACT AFTER THREE (3) YEAR TERM EXPIRES.

SAMPLES SHOULD BE AVAILABLE UPON REQUEST.

BID NOTES:

RENEWAL CLAUSE- "SAID CONTRACT WILL BE FOR A TERM OF ONE YEAR. THE CONTRACT MAY BE EXTENDED FOR AN ADDITIONAL TERM OF ONE YEAR UNDER THE SAME TERMS AND CONDITIONS UPON THE MUTUAL CONSENT OF THE COUNTY AND VENDOR, AND AT THE END OF SAID RENEWAL TERM AND UNDER THE SAME CIRCUMSTANCES, THE OPTION TO RENEW FOR ANOTHER YEAR TERM THEREAFTER MAY BE EXERCISED."

**HOWEVER, 90 DAYS PRIOR TO THE EXPIRATION OF THE YEARLY TERM, THE VENDOR IS TO SEND A LETTER TO THE PROCUREMENT DIVISION STATING A WILLINGNESS TO RENEW.
THE AWARD OF THIS BID WILL BE**

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**MADE IN THE AGGREGATE TO THE
LOWEST QUALIFIED BIDDER.**

**PRICE MUST BE FIRM FOR THE PERIOD OF 90 DAYS FROM THE
STARTING DATE OF THE CONTRACT. THE COUNTY IS REQUESTING
THAT PRICES BE FIRM FOR THE ONE YEAR CONTRACT PERIOD
SPECIFIED. PRICES ARE FIRM FOR THE ONE YEAR CONTRACT PERIOD**

_____ **YES** _____ **NO.**

**IF NO IS INDICATED STATE REASON BELOW FOR INABILITY TO
FURNISH FIRM PRICE:**

.....
.....
.....
.....

**NOTIFICATION OF A PRICE INCREASE MUST BE RECEIVED BY
MILWAUKEE COUNTY 30 DAYS PRIOR TO THE EFFECTIVE DATE OF
THE INCREASE. THIS NOTIFICATION OF PRICE INCREASE MUST
BE SENT TO MILWAUKEE COUNTY, PROCUREMENT DIVISION, ON THE
VENDOR'S LETTERHEAD AND SIGNED BY A PRINCIPAL OF THE
COMPANY. THIS INCREASE WILL ONLY BE ALLOWED IN THE SAME
PERCENTAGE THAT THE VENDOR'S SOURCE HAS INCREASED THE
PRICE TO THE VENDOR.**

Award will be made to the lowest qualified, responsive, responsible bidder as defined in chapter 32.20 of the Milwaukee County ordinances.

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Cooperative Purchase

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area?

Yes _____ No _____

Please be advised that the award of this bid by Milwaukee County is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

Insurance Requirements**Indemnity**

Except for acts done or taken at the direction of or pursuant to county policy or procedures, the contractor agrees to the fullest extent permitted by law to indemnify, defend and hold harmless, the county, and its agents officers and employees, from all loss or expense including costs and attorney's fees by reason of statutory benefits under workers compensation laws, and/or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the contractor, or it's (their) agents which may arise out of or are connected with the activities covered by this agreement.

Insurance

Contractor agrees to provide evidence and maintain proof of financial responsibility to cover costs as may arise from claims of tort and/or vicarious liability arising from employees. Such evidence shall include insurance coverage for workers compensation claims as required by the state of Wisconsin, including employers liability, and business insurance covering general liability and automobile coverage in the following minimum amounts:

Workers Compensation (WI) or statutory proof of all states coverage
Employers liability \$100,000/\$500,000/\$100,000

Comprehensive General Liability

Bodily injury and property damage \$1,000,000 per occurrence
(incl. personal injury, fire, legal & contractual & products/\$1,000,000 general aggregate completed operations)

Automobile Liability

All autos and/or non-owned

Bodily injury & property damage \$1,000,000 per accident

County shall be named as additional insured, as its interests may appear, and be afforded a thirty (30) day written notice of cancellation or non-renewal. A certificate indicating the above coverages shall be submitted for review and approval by county for the duration of this agreement. Coverages shall be placed with an insurance company approved by the state of Wisconsin and rated "A" per Best's key rating guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions, shall be submitted to county, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from

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the above requirements shall be submitted in writing to the county for approval prior to the commencement of activities under this agreement.

Certificate of Insurance is to be sent to the Milwaukee County Procurement Division, 901 N. 9th Street, Milwaukee, WI 53233

Code of Ethics

No person(s) with a personal financial interest in the approval or denial of a contract being considered by a county department or with an agency funded and regulated by a county department, may make a campaign contribution to any county official who has approval authority over that contract during its consideration. Contract consideration shall begin when a contract is submitted directly to a county department or to an agency until the contract has reached final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by section 9.15 unless an acceptance by an elected official would conflict with this section.

Non-Collusion Statement

By signing on this document, vendor/contractor certifies that bid has been made without any connection with any other vendor/contractor and is in all respects fair and without collusion or fraud, and it is made with the understanding that no elected officer or any employee of Milwaukee County is interested therein, directly or indirectly unless otherwise stated.

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
001 M2368790101 U/M M REQUISITION #: RX43000000043963

**QTY: PAPER, PRINTING
BOND, #1 SULPHITE - 20# WHITE, 8-1/2X11**

ANNUAL USAGE: 120 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
002 M2368790140 U/M M REQUISITION #: RX43000000043963

**QTY: PAPER, PRINTING
BOND-#4 SULPHITE COLORS 8-1/2X11 STANDARD COLORS**

ANNUAL USAGE: 90 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
003 M2368790160 U/M M REQUISITION #: RX43000000043963

**QTY: PAPER, PRINTING
BOND #4 SULPHITE, 20# COLORS 11/17 STANDARD COLORS**

ANNUAL USAGE: 500 M

STATE MFGRS. NAME & NO. _____

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
004 M2368790540 U/M M REQUISITION #: RX43000000043963

QTY: PAPER, PRINTING
COVERS - VELLUM 65# WHITE COVERS 11X17

ANNUAL USAGE: 80 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
005 M2368790710 U/M M REQUISITION #: RX43000000043963

QTY: PAPER, PRINTING
OFFSET - 60# HOPPER HOTS 8-1/2X11

ANNUAL USAGE: 15 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
006 M2362291801 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
2-PART CARBONLESS 20# 8-1/2X11, NCR 1900

ANNUAL USAGE: 1,550,000.00

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
007 M2362291810 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
3-PART CARBONLESS 20# 8-1/2X11 (REVERSED), NCR 1918

ANNUAL USAGE: 1,035,500.00

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
008 M2362291820 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
3-PART CARBONLESS 20# 8-1/2X11 (STRAIGHT), NCR 1909

ANNUAL USAGE: 30 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
009 M2362291830 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
4-PART CARBONLESS 20# 8-1/2X11, NCR1933

ANNUAL USAGE: 300 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
010 M2362291850 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CARBONLESS, 5-PART 20# 8 1/2 X 11

ANNUAL USAGE: 25M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
011 M2362292040 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CARBONLESS COATED BACK WHITE 20LB.8-1/2X11IN.

ANNUAL USAGE: 105 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
012 M2362292045 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CB COLORS CARBONLESS 20# 8 1/2 X 11

ANNUAL USAGE: 10 M

STATE MFGRS. NAME & NO. _____

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\$ _____ M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
013 M2362296960 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CFB WHITE CARBONELESS 20# 8 1/2 X 11

ANNUAL USAGE: 20.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
014 M2362292457 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CARBONLESS COATED FRONT WHITE 20LB.8-1/2X11IN.

ANNUAL USAGE: 45.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
015 M2362292887 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
MANILA NCR SUPERIOR CT TAG 8 1/2 X 11

ANNUAL USAGE: 12.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
016 M2303900318 U/M QT REQUISITION #: RX43000000043963

QTY: BINDERS/BINDING PARTS,ACCESSORIES & SUPPLIES
ADHESIVE PADDING NCR FANAPART 1-QT/BTL.HARAD CHEM.

ANNUAL USAGE: 32 QT

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ QT

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
017 M2362292710 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CFB COLORS CARBONLESS 20# 8 1/2 X 11

ANNUAL USAGE: 45 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
018 M2362292298 U/M M REQUISITION #: RX43000000043963

QTY: PAPER BOND & PRINTING
CARBONLESS COATED FRONT COLORS 20# 8 1/2 X 11

ANNUAL USAGE: 76 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
019 M2367001020 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
ASSORTED COLORS-23X35 60# WAUSAU ASTROBRIGHT TEXT1000 SHEETS

ANNUAL USAGE: 1.7 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
020 M2367001030 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
ASSORTED COLOR-23X35 70# WAUSAU ROYAL FIBER TEXT 1000 SHT

ANNUAL USAGE: 6.575 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
021 M2367001090 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
WHITE FINCH OFFSET 12X18 70# 1000 SHEETS

ANNUAL USAGE: 86 M

STATE MFGRS. NAME & NO. _____

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
022 M2367001110 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
GALLERIE ART GLOSS/SILK TEXT 12X18 80# 1000 SHEETS

ANNUAL USAGE: 221.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
023 M2367001120 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
GALLERIE ART GLOSS/SILK COVER 12X18 80# 1000 SHEETS

ANNUAL USAGE: 110.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
024 M2367001145 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
WHITE METRO LABELSTOCK 8.5X11 100 SHEETS

ANNUAL USAGE: 16 M

STATE MFGRS. NAME & NO. _____

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
025 M2367001150 U/M CASE REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
BUSINESS CARD STOCK - BCF25 6X3.5X2 - 200 BOXES

ANNUAL USAGE: 4 CASES

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ CASE

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
026 M2367001155 U/M CASE REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
LETTERHEAD 8.5X11X2 R1 200 BOXES

ANNUAL USAGE: 31 CASES

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ CASE

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
027 M2367001160 U/M CASE REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
LETTERHEAD 8.5X11X4 R 150 BOXES

ANNUAL USAGE: 9 CASES

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ CASE

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
028 M2367001165 U/M GAL REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
RED PADDING COMPOUND

ANNUAL USAGE: 3 GAL

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ GAL

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
029 M2371019415 U/M M REQUISITION #: RX43000000043963

QTY: PAPER STOCK (PRINTING)
COVER STOCK, WHITE (SMOOTH) 23 X 35 - 80#

ANNUAL USAGE: 3.5 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
030 M2371019420 U/M M REQUISITION #: RX43000000043963

QTY: PAPER STOCK (PRINTING)
COVER STOCK, WHITE (SMOOTH) 26 X 40 - 80#

ANNUAL USAGE: 13.5 M

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391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
031 M2367001085 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
WHITE WINDSOR OFFSET 11X17 60# 1000 SHEETS

ANNUAL USAGE: 100 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
032 M2367001130 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY - HOC
WHITE GALLERIE ART FINCH OFFSET COVER 23X35 100# 1000 SHEET

ANNUAL USAGE: 2 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
033 M236359 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY (PHOTOCOPY MACHINE)
PAPER COPY (PHOTOCOPY MACHINE)

SULPHITE WHITE 11X17 20#
ANNUAL USAGE: 565 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

BID REQUEST

Buyer No. 03

W. WOODS
414-223-8103

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT
Milwaukee County Courthouse
901 N. 9th Street
Room 308
Milwaukee, Wisconsin 53233

Bid Number 631110

Posting Date: November 8,
2013

Submission Date: 12/5/2013

Note: ALL BIDS/QUOTES/RFPs are to be downloaded from the Milwaukee County website <http://www.milwaukee.gov>

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
034 M708402 U/M M REQUISITION #: RX43000000043963

QTY: PRINTING SERVICES
PRINTING SERVICES

WHITE COPY PAPER 11X17 @ 0#
ANNUAL USAGE: 575 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
035 M236645 U/M M REQUISITION #: RX43000000043963

QTY: PAPER COPY PAPER
PAPER COPY PAPER

8.5 X 14 20# WHITE COPY PAPER
ANNUAL USAGE 100 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ M

391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
036 M236723 U/M M REQUISITION #: RX43000000043963

QTY: PAPER OFFSET
PAPER OFFSET

12 X 18 60# WHITE OFFSET
ANNUAL USAGE: 300 M

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$_____ M

BID REQUEST

Buyer No. 03

W. WOODS

414-223-8103

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT**

Milwaukee County Courthouse
901 N. 9th Street
Room 308
Milwaukee, Wisconsin 53233

Bid Number 631110

Posting Date: November 8,
2013

Submission Date: 12/5/2013

Note: ALL BIDS/QUOTES/RFPs are to be downloaded from the Milwaukee County website <http://www.milwaukee.gov>

**391 MILWAUKEE COUNTY HOUSE OF CORRECTION 8885 S 68TH STREET FRANKLIN, WI 53132
037 M237101 U/M M REQUISITION #: RX43000000043963**

**QTY: PAPER STOCK (PRINTING)
PAPER STOCK (PRINTING)**

**8.5 X 11 20# WHITE 3-HOLE DRILL COPY PAPER
ANNUAL USAGE: 100 M**

STATE MFGRS. NAME & NO. _____

ENCLOSE DESCRIPTIVE LITERATURE.

\$ _____ M

GENERAL DIRECTIONS FOR BIDDING

1. **How to Bid**
All Bids shall be submitted on the official form furnished by the *Procurement Division* and identified with the firm name and manually signed. Unsigned bids shall not be considered. If this form does not provide sufficient space, bidders shall attach a sheet supplying the additional information. This sheet shall also be signed as required above to properly identify attachments.
2. **How to Amend a Bid Before Due Date and Time**
After a bid has been filed at the *Office of the Procurement Division* and the bidder desires to amend this bid, he may do so before the due date and time by filing an amendment fully identified with the original bid submitted by number, commodity and opening date. All of the conditions and provisions of the Invitation to Bid shall be in effect. *This must be submitted before the date and time for receipt of bid as set forth in the Invitation to Bid. No bids or amendments shall be accepted after the bid opening date and time specified.*

TERMS AND CONDITIONS OF BID

1. **Award**
The *Purchasing Administrator* reserves the right to award a separate contract for each item unless otherwise specified in the bid; any group of items, or all items; or to reject any or all bids or any portion of any or all bids when, in the opinion of the *Purchasing Administrator*, the best interest of the County will be served thereby.
2. **Tie bids**
If there are tie bids, award shall be made in accordance with tie bid provisions as outlined in Chapter 32 of the Milwaukee County General Ordinances.
3. **Changes in specifications not permitted**
Do not change any of the terms of the specifications. Such changes shall constitute a counter offer. Any bids received with such changes shall be rejected.
4. **Execution of contract**
Successful bidder agrees to enter into contract with Milwaukee County and, when required, to furnish a performance bond of surety company authorized to do business within the State of Wisconsin in the amount specified on the Invitation to Bid, and to complete the affixing thereon of the necessary signatures of contractor and surety and return to the *Procurement Division* within fifteen working days of written request to do so.
5. **Delays in delivery**
Delays in delivery caused by bona fide strikes, government priority or requisition, riots fires, sabotage acts of God or any other delay deemed by the Purchasing Administrator to clearly and unequivocally beyond the contractor's control, shall be recognized by the County. The vendor may be relieved of meeting delivery time specified, if vendor files with *Purchasing Administrator* a request for extension of time, signed by a responsible official, giving in detail all the essential circumstances which, upon verification by the Purchasing administrator, Justifies such extension.
6. **Patents**
This order is given upon the condition that Milwaukee County is protected by the vendor against all liability, loss or expenses by reasons of any patent or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent or trademark on merchandise hereby ordered, or any part thereof.
7. **Non-Discrimination**
The contractor, lessee, purchaser, etc., agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, or handicap, which shall include, but not limited to: recruitment or recruitment advertising; employment; upgrading; demotion or transfer; lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for the County to terminate the contract, lease, order, etc. pursuant to County Ordinance 56.17 – Non Discriminatory Contracts.
8. **Delivery terms**
Bids shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by you.
9. **Taxes**
Milwaukee County is exempt from Federal Excise **Tax** and Wisconsin State Sales **Tax**. Bids should be submitted without such **taxes**.
10. **Code of Ethics**
Milwaukee County Code of Ethics states in part, “**No** person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer, or employee or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officer's or employees' vote, official action or judgment would be influenced thereby.”
11. **New and Unused**
Bids not meeting the minimum requirements specified shall be rejected. All merchandise shall be new and unused unless specified in the specifications.
12. **Funding**
If funds are not appropriated for payment of this contract, Milwaukee County may terminate contract at the end of any fiscal year upon 30 days written notice without any early termination penalties, charges, fees or costs of any kind to Milwaukee County.
13. **Retention of Records**
Contractor agrees to retain all records related to this contract for a period of at least three years from final date of payment under this contract
14. **Audit of Records**
Contractor shall permit the authorized representatives of the County Auditor, after reasonable notice, the right to inspect and audit all data and records of contractor related to carrying out the contract for a period of up to three years after completion of the contract. If subcontractors and/or associates are utilized, prime contractor shall have a written contractual agreement with County approved subcontractors and/or associates which bind the subcontractor to the same audit contract terms and conditions as the prime contractor.

SECTION 32.20

(14) Computation of time limits expressed in hours or days shall exclude Saturdays, Sundays, and legal holidays.

32.26 PROTEST AND APPEAL PROCEDURE.

Protests to any sealed bid procurement or award recommended by the Purchasing Administrator may be made by any bidder and/or using department head as follows:

(1) Prior to Bid Opening:

- (a) Protests to form and content of bid documents shall be received by the Purchasing Administrator not less than five days prior to the time scheduled for bid opening. A protest shall be in writing and state the reason for it.
- (b) The Purchasing Administrator shall review protests and if modification is necessary, the bid opening date shall be extended and addenda containing the changes shall be sent to each bidder. If modification is rejected, the protestor shall be notified. The decision of the Purchasing Administrator is final.

(2) After Bid Opening:

- (a) Protests concerning irregularities on sealed bid opening procedures or compliance by bidders with bid documents shall be received by the Purchasing Administrator within 72 hours after time of bid opening
- (b) When a sealed bid is to be awarded to other than low bidder, all bidders shall be notified in writing by certified mail, return receipt requested, or by fax machine transmission, of the proposed award. Protests to the award must be delivered to the Purchasing Administrator within 72 hours after receipt of notice. The Purchasing Administrator's copy of the fax transmission cover sheet, or the department's fax log, shall be conclusive proof of the time and date of receipt by a bidder.
- (c) A Protest under either (a) or (b) must be in writing and state the reason for it. The Purchasing Administrator shall review the protest and notify the protestor of a decision in writing by certified mail, return receipt requested within five days or fax machine transmission. No contract shall be awarded while protest is pending. A protest, which is untimely, fails to state the reason for it or should have been made prior to bid opening, is invalid. The decision of the Purchasing Administrator disqualifying the protest for these reasons is final and cannot be appealed.

(3) Appeals to Purchasing Standardization Committee

- (a) Protests from decision of the Purchasing Administrator shall be made to the Purchasing Standardization Committee by delivering a written request for appeal hearing both to the Procurement Division and the Purchasing Standardization Committee within 72 hours after receipt of the Purchasing administrator's decision.
- (b) The request shall state the grounds upon which the protest is based and shall request an appeal hearing. No contract shall be awarded until final disposition of the protest.
- (c) The Chairman of the Purchasing Standardization Committee shall notify all interested persons of the time and place of the hearing.
- (d) The Purchasing Standardization Committee shall affirm, reverse or modify the decision of the Purchasing Administrator and its decision shall be final.

**Written appeals to the
Purchasing Standardization Committee
Shall be addressed as follow:**

**Purchasing Standardization Committee
C/O Milwaukee County Procurement Division
Milwaukee County Courthouse -Room 308
901 N. 9th Street
Milwaukee, WI 53233**